

Army Support Activity Training Support Center CLASSROOM SUPPORT REQUEST

TO: Training Support Center, Joint Base San Antonio, FT Sam Houston, TX 78234, Attn: IMSM-PLC, (210) 221-3229 or FAX: 210-221-5383 or (preferred) email: usarmy.jbsa.asa.mbx.training-support-center@mail.mil

Request Classroom support:

From Date: _____ To Date: _____

Time: _____ To _____

of personnel attending: _____

Seating per classroom RM 104A -30 seats

RM 104B -40 seats

RM 105 - 80 seats

*** IF YOU CHOOSE TO HAVE LARGER MEETINGS OR CLASSES, ADDITIONAL CHAIRS ARE NOT AVAILABLE.**

Attention:

TSC OPERATING HOURS:

0700 – 1600

CLOSED FOR LUNCH

1100 – 1200

PLEASE BE PREPARE TO EVACUATE THE BUILDING 10 MINUTES PRIOR TO CLOSING TIMES. NO EXCEPTIONS WILL BE MADE. THE BUILDING WILL BE CLOSING PROMPTLY AT 1100 AND 1600 HOURS.

GENERAL INFORMATION				
UNIT	BRANCH	POC NAME	PHONE	EMAIL ADDRESS

-----Staff Only-----

Individual Completing Request: _____

Classroom Allocated: _____

Approved: _____

Cancelled: _____ No Show: _____

READ

Training Support Center Classroom SOP

1. Units/Organizations must submit a Classroom Request Form for use of the classrooms. Classrooms will be used for **TRAINING PURPOSES ONLY**.
2. Classes/training must be completed NLT 1600. Doors open at 0700 and will be locked at 1600. Classroom will be unlocked when instructor signs in and checks the classroom.
3. The TSC is **NOT** responsible for **MAKING COPIES** or printing documents for you. The TSC is **NOT** responsible for providing extension cords, surge protectors etc., please plan accordingly.
4. **NO ITEMS** will be **ATTACHED**, affixed, taped, stapled, glued or secured in any way **TO WALLS**, doors, tables or any area or object in the classroom.
5. Units/organizations using the facility will instruct all personnel to **PARK** in the main parking area or in the parking lot **ADJACENT TO THE TSC**. Do not park in the fire lanes or in the parking lot in front of Lincoln Housing Office Building.
6. Keep doors closed, so classes are not disturbed by customers or TSC staff using or working in the hallway.
7. Individual signing for classroom is responsible for briefing to class:
 - a. Do Not Put Feet On Walls.
 - b. Location of Breakroom (rm 110) (entrance, turn right, right side.)
 1. Vending machines
 2. TV – may use, turn off when not used
 3. Cabinets – off limits
 4. Frig – off limits, but if need to use, get with staff
 5. May eat lunch in area, but need to clean-up afterwards (put garbage in trash, wipe tables down , clean sink and microwave after use.)
 - c. Location of Latrines (rm108 Male, rm 106 Female) (entrance, turn right, left side)
 1. Male Latrine
 - a. Trash can, only paper towels, tissue – NO food, cups, other trash.
 - b. Urinals - high speed, water saver type. No gum, paper, tobacco, etc.
 2. Female Latrine
 - a. Trash can, only paper towels, tissue, feminine products – NO food, cups, other trash.
 - b. No feminine products in the toilets.
 - d. Smoking area - is located on the right side of building (as you are standing in front of entrance. There is a butt can, please put cigarette butts in it or the outside trash can – ENSURE THEY ARE COMPLETELY OUT.
 - e. Warehouse – is Off-Limits.

- f. Fire – please use the closest exit – exits are clearly marked. Students should assemble in front parking lot, please be aware of any emergency vehicles. We will get with Instructor and make sure all you have all your personnel.
- g. Active Shooter – Follow all current policies and programs; escape if safe to do so, hide or barricade in a safe location, defend or attack if no other course of actions. Staff will try and lockdown building and/or secure (lock) classroom doors – doors are 650 lbs and solid. Additional guidance will be provided as possible on building sound system.
- h. Shelter In Place – Rooms are extremely solid, but if we need a more safe location staff will provide guidance.

8. Units/organizations that have rooms for multiple consecutive days, need to check in at office, so we can ensure the room is secure after you leave. (No clean-up is required at that time, rooms can be left for your use the follow on days.)

9. Clean up prior to clearing room back to TSC, requires that all table tops be cleaned and free of; water marks, pencil marks, pen marks, food, spills, etc. Rooms will be swept and ensure that no food or remaining spill or food stuff are remain on floor. Dry Erase boards are wiped clean. Ask Staff and cleaner, rags, paper towels and brooms. (Rooms will be returned as it was originally provide.)

10. All equipment will be left on at clearing, the TSC will shut off the power to all equipment during clearing

11. After cleaning the classroom, designated TSC staff will conduct a final inspection with NCOIC/OIC to clear the classroom. All noted **DEFICIENCIES** will be **CORRECTED** immediately. Failure to do so will result in the unit or organization being banned from using classrooms in the future

Requester Signature: _____ **Today's Date:** _____